



COVERSHEET STANDARD OPERATING PROCEDURE

Operation Title: **Processing of Applications for Projects Occurring Simultaneously in
DEP and LURC territories, Division of Land Resource Regulation**
Identification No.: **DEPLW0577-A2003**
Revision No.: **00**
Originator Name: **Judy Gates**
Reviser: **N/A**
Effective Date: **03/31/03**

APPROVALS:

Bureau of Land and Water Quality Director:

David A. Van Wie _____ Date: _____
Print Name Signature

QMSC Chair:

Malcolm C. Burson _____ Date: _____
Print Name Signature

DISTRIBUTION:

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**Bureau of Land and Water Quality
Division of Land Resource Regulation
Licensing Unit**

Standard Operating Procedure

Processing of Applications for Projects Occurring Simultaneously in DEP and LURC territories

1. APPLICABILITY. This standard operating procedure (SOP) applies to all licensing staff in the Bureau of Land and Water Quality's Division of Land Resource Regulation (Division) after March 31, 2003. It applies to the processing of applications filed with the Department under the Site Location of Development Act (Site Law) and the Natural Resources Protection Act (NRPA) in which the project will span both organized and unorganized areas of the State. It also applies to those projects in which the development site is located in organized areas and the compensation site is located in unorganized areas, or *visa versa*.

2. PURPOSE. This SOP is intended to establish consistent procedures for the processing of applications for projects that are proposed in both organized and unorganized towns, and that will be processed by both the Division and the Land Use Regulation Commission (LURC), respectively.

3. RESPONSIBILITIES.

3.1 **COMPLIANCE.** Licensing staff in the Division is responsible for becoming familiar and complying with the contents of this procedure prior to processing an application. Supervisors are responsible for ensuring that licensing staff is familiar with and adhere to the procedures outlined in this SOP. Enforcement & Field Services staff drafting Department Orders will also adhere to these procedures.

3.2 **OTHER.** The Licensing Coordinator is responsible for initial development, approval, distribution, and maintenance of the proposed SOP. Policy and Procedures staff in the Bureau of Land & Water Quality will track this SOP. The name of responsible individuals, document title, dates of last revision, and document numbers will be recorded.

4. GUIDELINES AND PROCEDURES.

4.1 **ORIGINATION AND CONTENTS.** Division Licensing staff will use the Processing Flowchart associated with this SOP when processing an application for a project that falls within the jurisdiction of both the Division and LURC to ensure that all processing steps have been followed. The completed joint project checklist developed in conjunction with a specific application will be included in the project file.

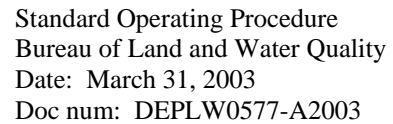
4.2 **SOP DEVELOPMENT AND APPROVAL PROCESS.** Approval of this SOP follows the preliminary draft cycle and final approval cycle for Bureau-specific SOPs described in SOP No. OC-PE-0001, Standard Operating Procedure Development,



Format, Approval, and Distribution, dated June 15, 2001. The Director of the Bureau of Land and Water Quality and the Maine DEP's QAM approve the final SOP.

5. REFERENCES.

- 5.1 MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION QUALITY MANAGEMENT PLAN (JUNE 2001).
- 5.2 MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION STANDARD OPERATING PROCEDURE ON STANDARD OPERATING PROCEDURES (OC-PE-0001).
- 5.3 MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION, BUREAU OF LAND AND WATER QUALITY, STANDARD OPERATING PROCEDURE SUPPLEMENT TO OC-PE-0001 (DEPLW2001-22).



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